

**TOWNSHIP OF RED ROCK  
COUNCIL POLICY**

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<b>A-18</b>	Domestic Violence Policy	APPROVED:  Day Month Year
	Res. #:	03 04 2017

**POLICY**

**DOMESTIC VIOLENCE POLICY**

The Township of Red Rock (the Township) is committed to working with its employees to provide a safe work environment.

The Township recognizes that domestic violence may impact an employee or employees in our workplace. The Occupational Health and Safety Act (OHSA) requires employers and supervisors to take every precaution reasonable in the circumstances for worker protection if they become aware, or ought reasonably to be aware, of an employee in a domestic violence situation that may expose a worker to physical injury in the workplace. The Township is committed to meeting this legal responsibility in a manner that:

- is sensitive to, and supportive of, the needs of employees who are in domestic violence situations
- is protective of the health and safety of all employees that may be placed at risk as a result of domestic situations impacting the workplace while respecting the privacy rights of the employee in a domestic violence situation

***Domestic violence*** is the intentional and systematic use of tactics to induce fear and establish and maintain power and control over the thoughts, beliefs and conduct of another in an intimate/familial relationship.

The pattern of behaviour may include physical violence, sexual, emotional /psychological abuse exhibited by verbal abuse, stalking and using electronic means. Anyone can be a victim of domestic violence, regardless of gender, age, race, religion, sexual orientation, economic status or education. The abuser may be a current or former spouse or partner, relative or friend. Other common terms for domestic violence include personal relationship violence or family violence.

## RESPONSIBILITIES

### Employer

The employer will strive to create a workplace that:

- is free from all forms of violence, including domestic violence
- supports employees who are recognized to be, or who report being, victims of domestic violence

The employer shall:

- take every reasonable preventative measure to protect the safety of employees who requires assistance in the workplace because they are victims of domestic violence
- respect the confidentiality of the employee who reports domestic violence, informing other employees on a need-to-know basis only, and only to the extent necessary to protect safety and to comply with legislative requirements

### Supervisor

Managers/supervisors shall:

- understand and uphold the principles of this policy
- take every precaution reasonable in the circumstances for worker protection if they become aware, or ought reasonably to be aware, that domestic violence that would likely expose a worker to physical injury may occur in the workplace
- work with employees who report being the victims of domestic violence that may pose a threat in the workplace. This support will be individualized to the circumstances reported but may include elements such as:
  - resource and referral information
  - call screening, new phone number, e-mail blocking, removal of employee contact information from public directories
  - security measures at the workplace
  - work schedule adjustment to enable domestic violence victim to obtain medical, counselling or legal assistance
- protect the confidentiality of employees who report domestic violence within the limits needed for safety, recognizing that information may need to be shared on a strictly need-to-know basis if an employee's safety at work is jeopardized
- take all reasonable and practical measures to protect workers, acting in good faith, who report domestic violence in the workplace or act as witnesses, from reprisals (acts of retaliation, direct or indirect) or further violence
- take appropriate corrective and/or disciplinary actions to address instances in which an employee uses workplace resources to perpetrate domestic violence

## Employees

*Employees who are witnesses to domestic violence* in the workplace are required to:

- take action to ensure their own immediate safety and the safety of those in their charge, in the event of a domestic violence incident
- report any such incident immediately to the supervisor
- report to their supervisor any information that indicates the safety of any employee in the workplace is at risk as a result of domestic violence
- apart from these situations, maintain confidentiality regarding a co-worker experiencing domestic violence

The Township recognizes that *employees experiencing domestic violence* may be reluctant to disclose the problem to a supervisor/manager. The Township encourages disclosure in order to protect the safety of the employee and others in the workplace. Disclosure also enables the Township to support the employee and provide links to appropriate services.

Although the Township respects the employee's need for confidentiality, an employee is responsible for:

- disclosing any situation that threatens the safety of the workplace
- informing the supervisor if they have applied for, or obtained, a restraining order that includes the workplace as a protected area

## REPORTING

An incident of workplace domestic violence shall be reported to the senior supervisor responsible for the worker who has allegedly experienced workplace domestic violence. If the worker's senior supervisor or reporting contact is the person engaging in the workplace domestic violence, contact the Chief Administrative Officer.

## WORK REFUSAL

A OHSA allows a worker the right to refuse work if he/she has reason to believe that workplace domestic violence is likely to endanger him/her self or another worker.

## POSTING

This policy, the Workplace Violence Prevention policy, and the Workplace Anti-Harassment Policy shall be posted on the Township's Health and Safety bulletin board in each department.